Lesson preparation book

Information & Communication Technology

First semester

Prepared and designed by: Mahmoud Yassin El Shafei

ICT
Study plan

Sixth grade of primary school

Academic year 20   /20   , first semester

Week	Lesson	Content
THEME 1 Role of ICT in our lives		
30/9/2023	Lesson 1	Explorer in Action (Enrichment content)
	Lesson 2	Computer network devices
7/10/2023	Lesson 3	Technology and artificial intelligence (AI)
14/10/2023	Lesson 4	Evaluating cutting-edge technology
21/10/2023	Lesson 5	Digital research skills
28/10/2023	Lesson 6	Mobile devices (Enrichment content)
	Lesson 7	Operating systems
4/11/2023	Lesson 8	Website design
11/11/2023	General Exercises on theme 1	
THEME 2 Digital safety and security precautions		
18/11/2023	Lesson 1	Explorer in Action (Enrichment content)
	Lesson 2	How to deal with electronic games
25/11/2023	Lesson 3	Protecting yourself from digital theft
2/12/2023	Lesson 4	Cyber security
9/12/2023	Lesson 5	Copyright and electronic financial trading
16/12/2023	Lesson 6	Cloud storage of files
23/12/2023	Lesson 7	Cloud computing applications
30/12/2023	General Exercises on theme 2	
6/1/2024	First semester project	

Teacher   **Supervisor**   **School Principal**

General and specific objectives

General objectives for teaching information and communications technology to the sixth grade of primary school, the first semester

- How to deal with information and communications technology to keep pace with the latest technological developments.

- Knowledge of operating systems for devices, such as smartphones and computers.

- Design and plan a website that promotes an assistive technology product.

- The importance of taking digital security and safety precautions when using the Internet and digital devices.

- How to avoid the dangers of electronic games.

- The concept of cybersecurity.

- The importance of copyright.

- The concept of electronic financial trading and its applications.

- Advantages of using cloud computing.

Specific objectives for teaching information and communications technology to the sixth grade of primary school

1. Stay current with information technology's rapid advancements.

2. Master operating systems for computers and smartphones.

3. Create websites to promote assistive technology products.

4. Prioritize digital safety when online.

5. Safeguard against risks in electronic gaming.

6. Understand the concept of cybersecurity.

7. Respect the significance of copyright.

8. Grasp electronic financial trading and its uses.

9. Embrace the advantages of cloud computing.

10. Identify ICT tools for effective education.

11. Discover websites for individuals with disabilities.

12. Harness IT for altruistic purposes.

13. Describe computer network components.

14. Understand network device functionality.

LESSON 1
EXPLORER IN ACTION.

Strategy

Problem solving

critical thinking

Date			
Class			
per			

Objectives

By the end of the lesson, I will be able to:

- **Identify** how ICT tools can help make my school more inclusive.
- **Search** for websites that provide services for people of determination.
- **Describe** the role of information and communications technology in helping others.

"preface"

Why is it important for everyone to use ICT tools? What can you do to help someone?

Accompanying activities

Take the students to the computer room, ask them the introductory question, discuss the answers with them, and show them a video about Mr. Kartik Sawhney and the tools he is developing and the extent of their contribution to society.

View Lesson

- **Kartik Sawhney**, National Geographic Explorer and computer expert, holds degrees in Computer Science from Stanford University, focusing on AI and human-computer interaction.

- **He creates apps** to make visual content accessible to the blind, converting graphs into sound for over 12,000 individuals with disabilities.

- **Kartik co-founded istemai.com,** a platform that converts digital text into accessible formats and offers mentorship and employment opportunities for people with disabilities.

I-Stem

- **Egypt supports** people with disabilities through initiatives like the Taha Hussein Library, scholarships, and job training, aiming to integrate over 20 million Egyptians with disabilities into the workforce.

Evaluation

How can ICT tools be used to make your school more inclusive?

LESSON 2

COMPUTER NETWORK DEVICES

Strategy

Mind maps

Brainstorming

Date

Class

per

Objectives

By the end of the lesson, I will be able to:

• **Describe** the elements (components) of a computer network.

• **Describe** how network devices work.

• **Discuss** some Internet connection problems and how to deal with them.

"Preface"

Which networks are you part of and what do they allow you to do?

Accompanying activities

Take the students to the computer room and ask them the introductory question, discuss their answers, and ask them to think about the perfect network for the classroom. What network devices and computers will be used (PC or mobile devices)? Sharing their thoughts with their partner and give reasons for their answers.

View Lesson

1. Networks:

- Networks are connections between people or things for a common purpose.

- Various types of networks exist, both wired and wireless.

- Devices like servers, modems, hubs, and switches play essential roles in network connectivity.

2. Computers:

- Computers create, process, and store information.

- Different types include desktops, laptops, and mobile devices.

- Computer networks enable data sharing among devices.

3. Network Devices:

- Servers provide services to other computers and store data.

- Modems connect local networks to the internet.

- Hubs pass information to all devices, potentially causing slowdowns.

- Switches send data to specific devices, improving efficiency.

4. Artificial Intelligence (AI):

- AI is machine intelligence used for problem-solving.

- AI applications include navigation, voice recognition, virtual assistants, and holograms.

- Holographic images are gaining popularity in education and gaming.

Evaluation : Choose two types of networks in your community and talk about them

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Lesson (3)
Technology and artificial intelligence

strategy

Brainstorming

Practical application

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

• **Explain** the following terms: virtual reality, augmented reality, artificial intelligence.

• **Give** examples of virtual and augmented reality and artificial intelligence.

• **Discuss** how to employ advanced technology in our lives.

preface

What innovations will appear in the field of technology in your opinion in the next twenty years? What will you use it for?

Accompanying activities

Take the students to the computer room and ask them the introductory question and discuss their answers, along with showing them a presentation explaining the elements of the lesson and a mobile phone experiment to show an animal inside the classroom via the phone's camera in virtual reality.

View Lesson

Virtual Reality (VR):

1. Virtual reality creates a 3D virtual environment for users to explore and interact with.

2. Users usually wear virtual reality headsets that immerse them in another world by blocking out the real world.

3. Virtual reality can be used in education to explore topics such as science and history in an immersive way.

Augmented Reality (AR):

1. Augmented reality combines the real world with virtual elements using devices such as smartphones and tablets.

2. Augmented reality allows users to project 3D images onto real-world surfaces.

3. Augmented reality enhances learning experiences and makes learning more engaging.

Artificial Intelligence (AI):

1. Artificial intelligence refers to the ability of computers to think, learn and reason.

2. AI learns from analyzing available examples and can predict words or perform tasks such as facial recognition.

3. AI can be used for practical tasks such as unlocking phones and assisting individuals with disabilities.

How future technology can improve everyday life:

1. These technologies can greatly benefit people with disabilities.

2. Visually impaired individuals can use augmented reality to see family members up close.

3. Individuals with disabilities can benefit from AI-powered virtual assistants for everyday tasks such as making phone calls and using computers.

4. Examples of these technologies in action include virtual reality tours, augmented reality furniture visualization apps, and AI-powered robot vacuums.

Evaluation :

The ability of a computer to think and learn is called.....................

Solving the book's questions, page (-   )

Lesson (4)

Evaluation cutting – edge technology

strategy

Think, pair, share

Cooperative education

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

- **Discuss** the experience of users of advanced technology.
- **Share** his ideas for developing an assistive technology product.
- **Evaluate** one of the advanced technology devices.

preface

What apps and games do you enjoy the most? What aspects make it fun?

Accompanying activities

Take the students to the computer room and ask them the introductory question. Ask each student to think, then discuss with his colleague and share his ideas with the group, while making a presentation that explains the main points of the lesson.

View Lesson

cutting – edge technology includes:

- Artificial Intelligence (AI) - Augmented Reality (AR) - Virtual Reality (VR)

Benefits of cutting – edge technology:

- Cutting-edge technology represents the newest and most advanced version of a product or service.

- It has transformed various aspects of life in ways that were previously unimaginable.

in education : cutting – edge technology plays a pivotal role in improving life and promoting integration into society. For people of determination, assistive technology such as smart gloves enables the instant translation of sign language into spoken or textual output.

Assistive technology for people of determination:

Assistive technology helps individuals with different abilities, including:

- Screen magnification software.   - Hearing aids.

- Speech-to-text and text-to-speech conversion programs

- Scanning and reading devices for the visually impaired.

User experiences

- User experience includes how the product is used, interacted with, and evaluated.

- User experience can be positive or negative, and is often categorized into different aspects.

Products are evaluated according to the following:

- Accessibility   - Credibility   -Desire - findable - usable - valuable

Evaluation

Hearing aids are considered a............. technology

Solving the book's questions, page (-   )

Strategy

Practical training

Dialogue and discussion

Lesson (5)

Digital research skills

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

• **Use** keyboard shortcuts, such as copy, cut, and paste in text processing.

• **Differentiate** between searches (in the database, in a library, and via the Internet).

• **Determine** the most effective research tool for a specific goal.

preface

When was the last time you searched online for something? How quickly did you find the information you were looking for?

Accompanying activities

Take the students to the computer room and ask them the introductory question. Ask each student to think, then discuss with his colleague and share his ideas with the group, while making a presentation that explains the main points of the lesson with the practical application of editing tools and online research tools.

View lesson

Digital editing tools:

Common word processing commands such as copy, paste, and cut are necessary to process text, information, or images within a word processing file.

Keyboard shortcuts : Cut (ctrl + x), copy (ctrl + c), paste (ctrl + v)

Digital research tools: 1. Search online. 2.Specialized search engines. 3. Electronic libraries.

search engines :

These tools enable keyword-based searches.

-Easy to use, fast and produces many results.

Example: Google search engine.

Databases : Collections of information usually stored in computer systems.

-It can often be accessed for free through educational institutions.

Example: The Egyptian Knowledge Bank presents a wide range of topics with reliability and accuracy.

Library catalogues: Databases that include all materials in the library.

Example: The catalog of the Library of Alexandria

Evaluation:

What are the benefits of using online searches, databases, and library catalogs for research?

Solving the book's questions, page (-   )

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Lesson (6)

Mobile devices

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

-Identify common features in mobile devices.

-Provide suggestions on how mobile devices can support the learning process.

-Describe how mobile devices can improve the lives of people with disabilities.

preface

Why is it important to be able to find information easily? How do mobile devices make information easier to find?

Accompanying activities

Take the students to the computer room and ask them the introductory question. Ask each student to think, then discuss with his colleague and share his ideas with the group, while making a presentation that explains the main points of the lesson.

view lesson

Types of mobile devices:

1. Smartphones: These are multi-functional devices, mainly used for browsing the web and checking emails, and are equipped with cameras, speakers, and high-resolution screens.

2. Tablets: Similar to smartphones but with larger screens

3. E-readers: E-readers are similar to tablets and are primarily designed for reading books.

Mobile device features:

-They can connect to the Internet.   - Can be used in horizontal, vertical or flat directions.

-the ability to connect with other devices.

- Many mobile devices feature touch interfaces.

Mobile devices and learning:

Mobile devices expand learning opportunities beyond the classroom, engaging a wide range of students. Examples include creating multimedia content such as videos and images for projects and accessing educational materials via QR codes.

- Problems using mobile devices

- Providing solutions using advanced technology

Evaluation:

What are the common features of mobile devices?

Solution to the book's questions, page (-   )

Lesson (7)
Operating systems

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

• **Explain** what an operating system is.

• **Compare** the most common computer operating systems and mobile phone operating systems.

• **Determine** the operating systems for its devices.

• **Discuss** the HTML markup language.

preface

What do you notice when you switch from using one smartphone to another? Or use a computer?

Accompanying activities

Take the students to the computer room and ask them the introductory question. Ask each student to think, then discuss with his colleague and share his ideas with the group, while making a presentation that explains the main points of the lesson. Open a website on your phone and computer and discover the differences in the system.

View Lesson

Operating systems :

An operating system is a program responsible for managing various computer functions, including memory, disk drives, printers, and peripherals It acts as an intermediary between the user and the computer hardware and software.

Mobile operating systems: There are two main mobile operating systems:

1. Android: open source system allows anyone to access and modify its programming code.

2. Apple Ios: iOS is limited to iPhones and iPads, and is a closed source system.

Computer operating systems : Most computers come with pre-loaded operating systems:

1. Microsoft Windows   2. macOS

Advanced operating systems: - Robot Operating System (ROS)

programming languages

Hypertext Markup Language (HTML): HTML is a language used by programmers to create web pages. It is very popular in website development due to its ease of use, compatibility with major web browsers, and flexibility in adding elements such as text, links, images, audio, and videos to web pages.

Evaluation:

What operating system is on your device? What are the most common operating systems?

Solution to the book's questions, page (-   )

Lesson (8)
Website design

Strategy

Projects

Learning to master

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

• **Write** html code for basic parts of a web page.

• **Define** some components of the HTML hypertext markup language for web pages.

• **Come** up with an idea and plans to create a website that promotes a developed product.

preface

Mention your three favorite websites. what do you like about it ?

Accompanying activities

Take the students to the computer room and ask them the introductory question. Ask each student to think, then discuss with his colleague and share his ideas with the group, while making a presentation that explains the main points of the lesson. Along with applying practical activities to use tags in creating a web page.

View Lesson

Hypertext Markup Language (html): It is the standard programming language used to create web pages, and describes the structure of a web page.

The basic elements for creating a web page: (headings - paragraphs - links - images)

Tags (language commands): consist of three main parts in creating a web page:

(opening tag - textual content – closing tag)

Website design

• HTML elements break up web pages to make them easier to scan, read, and navigate.

• HTML code can also help visually impaired people differentiate between parts of a web page. **Commands used in HTML to build a web page:**

large heading	`<h1> large heading </h1>`	
Subheading	`<h2> Subheading </h2>`	
smaller Subheading	`<h6> smaller Subheading </h6>`	
paragraph	`<p>= to create a paragraph.`	
	`</p>= To end a paragraph`	
Font size	`<font size="1">,<font size="7">`	Numbers (1 .7) Font sizes
Font color	`<font color="red">`	Font color is red
Hyperlink	`<a href="ekb.com">Visit the Egyptian Knowledge Bank</a>`	
emphasized text	`<i>emphasized text</i>`	to write the font in italic Format
bold text	`<strong> bold text </strong>`	To write the font in bold color

Evaluation : Now that you've learned more about web pages, do you have a better idea why you like a particular website?

Solving the book's questions, page (-   )

Strategy

Performance-based
evaluation

**Review on the
first theme**

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

• **Confirm** the information, meanings and knowledge that I have acquired in the first axis.

• **divide** The book into study units that are easy to review and retrieve.

• **Solve** according to what is required by the questions in the first theme.

preface

What are the most important topics of the first theme?

view lesson

A. Vocabulary... Write and compare. Write a sentence for each of the following pairs of phrases to explain the connection between them, then compare your sentences with those of a colleague.

1.Wired and wireless networks

2. Augmented reality and artificial intelligence

3. General databases and specialized databases

B. Review questions: Read and answer:

1.How does the modem work? Why is it necessary to connect to the Internet?

2.What categories are used to evaluate user experience with assistive technology?

3.What is virtual reality?

4.What are databases?

5.What are some common characteristics of mobile devices?

6. What programming language is used to create web pages?

7. What is open source software?

8.What are some elements of hypertext markup language for websites?

C) Critical thinking... obligatory thinking

Explain how advanced technology helps people, including people with disabilities.

Explain why you think it is important to learn and develop HTML tags.

Lesson (1)

Explorer in action

strategy

Think, pair, share

I know, I would like to know, I learned

Date

Class

per

Objectives

By the end of the lesson, the student will be able to:

• Define the importance of using remote sensing techniques, to help others accomplish their duties.

• Looking for different applications via the Internet.

• Design an application.

Preface

Do you or one of your family members use an application to find your way? Is it useful?

accompanying activities

I took students to the computer room, put forward the preliminary question and discuss them in their posts, while running a presentation showing the basic points of the lesson and watching a video of the works and activities of the explorer, Didi Al -Bayhaidi.

View Lesson

a.The background and work of Didi Al -Bayhaidi:

National Geographic and PhD in Egyptian Archeology at the University of Chicago, and a former remote sensing research advisor at NASA.

b.Using spatial geographical techniques:

1. Remote sensing is used to determine and dates the beaches of old lakes.

2. Developing an application to simulate floods in the Abu Simbel Temple.

3. Automated learning is applied to discover new archaeological sites.

c.Data protection methods:

d.Remote sensing technology:

e.Determination of technologies:

1. Sonar: It is used to draw the ocean floor maps and detect fish.

2. Radar: Like applied in cars to detect movement.

Evaluation:

How can remote sensing technology help you explore and develop your province?

Solve the book questions page (-)

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Strategy

taking notes

Mind maps

Lesson (2)

How to deal with electronic games

Date

Class

per

Objectives

By the end of the lesson, the student will be able to:

• Discusses the risks of electronic games.

• Explain ways to avoid the risks of electronic games.

• Define the effect of electronic games on its health and ways to deal with it through family care.

Preface

In your opinion, why are electronic games very popular among individuals of your age group?

accompanying activities

I took students to the computer room, put forward the preliminary question to them, discuss them in their answers with the application of a routine to take notes as activity while reading the lesson and drawing a mental map of the elements after making a presentation showing the main elements in the lesson.

View Lesson

benefits:

- Play online games with friends can be fun.

-Electronic games can enhance critical, creative and teamwork.

Electronic games disadvantages:

1. Physical risks:

2. Psychological risks:

3. Security risks:

Responsible playing practices:

-Play and only communicate with well -known individuals and reliable.

-Avoid using personal information in user names and passwords.

- Be careful with web cameras.

-Respect the limits that the parents place and adhere to to maintain healthy playing habits.

-Ensure that games do not replace real life activities such as family time, social communication, healthy eating, sports and sleep.

- Communicate with parents about the risks you face to obtain guidance and support.

Evaluation :

What steps can you personally follow to avoid the risks of electronic games?

Solve the book questions page (-   )

Strategy

Mind maps

Reading colleagues

Lesson (3)

Protect yourself from digital theft

Date			
Class			
per			

Objectives

By the end of the lesson, the student will be able to:

• Determine the different characteristics that he can use to protect his data.

• discuss his personal responsibility to protect his digital devices.

• create an illustrative drawing to share information on how to protect devices from digital theft.

preface

How do you maintain the safety of your personal purposes at home or school?

accompanying activities

Take the students to the computer, put them in the preliminary question, and discuss them in their answers. With the design of a mental map for data protection methods through the presentation that shows the main elements of the lesson.

view lesson

The main features of data protection:

1. Passwords
2. MFA
3. Approving the fingerprint
4. Facial recognition
5. Full encryption

Companies 'responsibility for individuals: Companies bears more responsibility compared to individuals in protection against data theft. In particular, they must protect their websites and customer data. Egypt issued the data protection law to ensure the protection of its citizens' data.

The Data Protection Law imposes strict security standards on companies: Immediate reporting of data violations is mandatory, as well as immediate notification of affected customers.

It is important for individuals to report data theft.

If you suspect that your data has been hacked:

- One of the parents or a reliable adult who can notify the authorities.

-Rustle family and friends online with whom you are communicating.

Evaluation : What is the importance of reporting data theft, for each of the companies and individuals?

Solve the book questions, my page (56 - 57)

Lesson (4)

Cyber security

Strategy

Think, pair, share

I know I would like to know I learned

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

- Define the concept of cybersecurity.
- Create a plan for dealing safely with the Internet.
- Discusse cybersecurity issues.

preface

What safety precautions do you take in real life? Discuss these precautions and how they relate to online safety.

Accompanying activities

Take the students to the computer room and ask them the introductory question and ask them to implement the Think, Pair and Share strategy with their colleagues, then discuss what they have found while presenting a PowerPoint presentation explaining the main elements of the lesson.

View Lesson

Online safety precautions:

- Use secure browsers and anti-virus programs.
- Limit social media access to friends and family.
- Avoid communicating with strangers and protect personal information.
- Use strong passwords and change them regularly.
- Verifying the validity and accuracy of websites.

Definition of cyber security:

Cybersecurity is the protection of systems, data, and devices from electronic attacks.

Types of cyber threats:

- Malware: includes scary programs and risks from unsecured Wi-Fi networks.
- Impersonation: Cybercriminals pretend to be trusted entities to obtain personal information.

Dealing with cyber threats:

- Keep calm, inform others and take immediate action.
- Use antivirus software, update settings, and change passwords.
- Report threats to trusted adults and create a personal online safety plan.

Evaluation :

Why is it important to report unsafe situations online?

Solve the book's questions, pages (60-61)

Lesson (5)

Copyright and electronic financial trading

Strategy

taking notes

Think, pair, share

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

- •Explain what copyright is and why it is important.
- • Discuss the concept of electronic financial trading.
- • Identify ways to stay safe while using electronic financial trading applications.

Accompanying activities

Take the students to the computer room and ask them the introductory question and ask them to implement the Think, Pair and Share strategy with their colleagues, then discuss what they have found while presenting a PowerPoint presentation explaining the main elements of the lesson.

View Lesson

Copyrights:

1. Definition: Copyright, also known as intellectual rights, is a legal protection that prevents others from copying an individual's invention, innovation, or idea.

2. Scope: Copyright covers various forms of creative content, including written, visual, audio, video and Internet material.

3. Creative Commons: Some content creators choose to allow their work to be shared through licenses such as "Creative Commons," which allow certain uses with appropriate attribution.

4. Public Domain: In Egypt, works become public domain after their authors have been dead for at least 50 years, eliminating the need to obtain permission to use them.

Egyptian Stock Exchange:

1. Definition: The Egyptian Stock Exchange is a market where individuals can buy and sell shares of different companies.

2. Investment opportunity: It gives citizens the opportunity to invest in different sectors such as food, clothing, or oil.

3. Investor Strategy   4. Traditional versus e-commerce

5. Electronic trading platforms   6. Advisory bots

Evaluation :

What is copyright? Why is it important?

Solve the book's questions, pages (64-65)

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Lesson (6)

CLOUD STORAGE OF FILES

Strategy

Mind maps

Think, pair, share

Date				
Class				
per				

Objectives

By the end of the lesson the student will be able to:

• Explains the concept of cloud computing.

• Identify the advantages and disadvantages of cloud computing.

• Discusses the role of cloud computing in file storage.

preface

How do you currently store personal information or files such as photos, both digitally, and in the real world?

Accompanying activities

Take the students to the computer room, ask them the introductory question, and ask them to implement the Think, Pair, and Share strategy with their colleagues, then discuss what they have found while presenting a ppt presentation explaining the main elements of the lesson.

View Lesson

Cloud computing:

Cloud computing is a technology that allows data and programs to be stored and accessed via remote servers over the Internet. Users can access their files and data from anywhere, at any time. Notable cloud providers include Microsoft 365 with OneDrive and Google with Google Drive.

Advantages of cloud computing:

1. Optimize storage space   2. Multiple Device Access

3. Backup and Security   4. File Sharing   5. Data encryption

Disadvantages of cloud computing:

1. Online dependency   2. Costs

3. Security risks   4. Data breach

Tips for storing files in the cloud:

1. Manage organized documents

2. Separate school data from personal data: Create folders for different purposes.

3. Naming Categories: Name folders and subfolders for easy retrieval.

4. File type organization: Keep separate folders for different file types.

Evaluation :

What is cloud computing, and how does it compare to traditional storage?

Solve the book's questions, pages (68-69)

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Lesson (6)
CLOUD STORAGE OF FILES

Strategy
Mind maps
Think, pair, share

Date				
Class				
per				

preface

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Evaluation :

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Solve the book's questions, pages (68-69)

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Lesson (7)

Cloud computing applications

Strategy

Mind maps

Cooperative education

Date

Class

per

Objectives

By the end of the lesson the student will be able to:

- Discusses examples of cloud computing applications.

- Explains the advantages of cloud storage over traditional storage.

- Identify how to upload files or folders to OneDrive.

Accompanying activities

Take the students to the computer room, ask them the introductory question, and ask them to implement the Think, Pair, and Share strategy with their colleagues, then discuss what they have arrived at, while presenting a PowerPoint presentation that explains the main elements of the lesson, along with implementing the required mind maps.

View Lesson

Microsoft 365 and Google Workspace:

They are the two leading cloud computing application suites. Both offer productivity tools and storage options. Microsoft 365 includes apps like Microsoft Teams, Word, Excel, PowerPoint, and Outlook for email, and OneDrive for storage. It is an all-in-one platform to meet different needs.

- Microsoft Word: A tool for creating documents, including articles, stories.

- PowerPoint: used to craft presentations.

- OneDrive: Allows you to store, share, and access files from any device.

How to upload files or folders to OneDrive:

1. Open Google Chrome, sign in to Microsoft Office, and select OneDrive.

2. Choose "Upload" then "Upload Files - Folders".

3. Select the files or folders you want to upload.   4. Click Open or Choose Folder.

How to save a file to OneDrive:

1. Go to File > Save a copy > OneDrive - Personal or Business. 2. Enter the file name.

3. Click "Save". You'll be able to access your file in OneDrive the next time you open the Office app.

Evaluation :

Mention one of the advantages of the Microsoft 356 platform and explain it.

Solve the book's questions, pages (72-73)

Sixth grade lesson preparation book

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